

RINGKASAN

Penelitian ini berjudul “Peningkatan Keterampilan Menulis Surat Dinas melalui Model Pembelajaran Kooperatif Tipe STAD Berbantuan Media Teka-Teki Silang pada Siswa Kelas VII C SMP Negeri 2 Cilongok”. Penelitian ini bertujuan untuk mendeskripsikan peningkatan keterampilan menulis surat dinas siswa kelas VII C SMP Negeri 2 Cilongok dan untuk mendeskripsikan penerapan model pembelajaran STAD berbantuan media teka-teki silang pada materi menulis surat dinas.

Penelitian ini merupakan penelitian tindakan kelas yang dilakukan melalui dua siklus. Subjek penelitiannya adalah siswa kelas VII C SMP Negeri 2 Cilongok yang berjumlah 32 siswa dan objek penelitiannya yaitu keterampilan menulis surat dinas. Pengumpulan data dalam penelitian ini diperoleh melalui dua teknik, yaitu teknik tes dan nontes. Teknik tes meliputi lembar penilaian, sedangkan teknik nontes terdiri atas observasi, wawancara, jurnal, dan dokumentasi foto. Data tersebut kemudian dianalisis dengan teknik kuantitatif dan kualitatif.

Hasil penelitian tindakan kelas ini menunjukkan bahwa keterampilan menulis surat dinas melalui model pembelajaran kooperatif tipe STAD berbantuan media teka-teki silang siswa kelas VII C meningkat. Peningkatan keterampilan menulis surat dinas siswa dapat dilihat dari rata-rata nilai siklus I dan siklus II. Rata-rata nilai keterampilan menulis surat dinas siswa pada siklus I mencapai angka 76,25, dengan jumlah nilai 2.440 dan ketuntasannya 71,87%, sedangkan pada siklus II rata-rata nilainya meningkat menjadi 83 dengan jumlah nilai 2.656 dan ketuntasannya mencapai 100%.

Kata Kunci : menulis surat dinas, tipe STAD, media teka-teki silang

SUMMARY

This study is entitled “The Improvement of Official Letters Writing Skills through the STAD Type of Cooperative Learning Model Assisted by Crossword Puzzles in Students Class VII C of State Junior High School 2 Cilongok”. This research was made to describe the improvement of official letters writing skills in students class VII C of State Junior High School 2 Cilongok and to describe the application of STAD learning models assisted by crossword puzzles on the material of writing official letters.

This research is a classroom action research conducted through two cycles. The research subjects were 32 students of class VII C of State Junior High School 2 Cilongok and the object of this research was the official letters writing skills. Data collection in this study was obtained through two techniques, the test and non-test techniques. Test techniques include assessment sheets and non-test techniques consisting of observation, interviews, journals, and documentation. The data is furtherly analyzed with quantitative and qualitative techniques.

The results of this class action research show that learning to write official letters through cooperative learning model STAD type assisted by crossword puzzles as a media on students class VII C can increase. The increase in student’s skill of writing official letters can be seen from the average value on cycle I and cycle II. The average value of student’s skill of writing official letters in the first cycle reached 76,25 with a total value of 2.440 and the completeness 71,87%, while in the second cycle the average value increased to 83 with a total value of 2.656 and the completeness reached 100%.

Keyword: official letters writing, STAD type, crossword puzzles media